

CITY OF HOUSTON  
SCOPE OF WORK  
FOR  
TIRE REPAIR FY16  
FOR THE  
FLEET MANAGEMENT DEPARTMENT

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions.

**Hire Houston First**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the Hire Houston First Application and Affidavit ("HHF Affidavit") to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:**

[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

**Award of Procurement of \$100,000 or More for Purchase of Non-Professional Services, Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE LOCAL BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement under \$100,000 Purchase of Non-Professional Services Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "LOCAL BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE CITY BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 5% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement that may be More or Less than \$100,000 for Purchase of Non-Professional Services, Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "LOCAL BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE LOCAL BUSINESS IS LESS THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 5% OF THE LOWEST BID RECEIVED, OR
- IF THE BID OF THE LOCAL BUSINESS IS MORE THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**The following are the minimum acceptable specifications:**

**1.0 SCOPE OF WORK:**

**1.0 GENERAL INFORMATION:**

The Vendor shall furnish all supervision, labor, parts, tools, materials, transportation, equipment, and supplies .necessary to provide tire repair services on City owned/leased agricultural equipment, industrial equipment, light and heavy duty trucks; trailers, passenger cars, mowers/tractors and/or attachments, ambulances and fire trucks as required: The Vendor shall be required to repair tires and or tubes that have gone flat, as- a - result of damage-due to a puncture or leak replace damaged tires with the tires provided by the city of Houston. This service shall be available twenty-four (24) hours a day, seven (7) days a week including all holidays.

**1.1 SCOPE OF SERVICES:**

In order to receive request for service, the Vendor shall maintain a twenty-four {24} hour telephone as the Vendor may prescribe, in a notice to the City. The telephone shall be answered by one or more persons so that information and requests for service may be transmitted between the City and the Vendor. A mechanical or electronic answering device is not acceptable.

- Note: If an answering service is hired by the Vendor, they must dispatch/notify the Vendor immediately after receiving each call.
- The City will use its FMD- shop dispatchers to contact the Vendor to request service. The service request will include the following information:

- 1.1.1 Date & Time of Call
- 1.1.2 Dispatch Number

- 1.1.3 Location (street address) of the vehicle or equipment to include Key Map Reference (when available).
  - 1.1.4 Type of vehicle and estimate of the repair required.
  - 1.1.5 Dispatcher Identification (e.g. Name or Employee Number)
  - 1.1.6 During work hours, the Fleet Management Department Service Centers will issue work orders numbers for invoicing and reports. Work orders will act as a standing authorization number for approval of services.
- 1.3 Upon receipt of a request to provide tire repair service, the Vendor shall respond by arriving at the specified location within one hour maximum, response time; These locations may be specific job site, City facilities, streets, roadways or any place where a particular vehicle or piece of equipment that n disabled.
- 1.4 All repair work shall be performed in accordance with the Rubber Manufacturer's Association standards (Reference: TPRP-11/90 Truck Tire Punctures Repair Procedures and ALTPRP- 11/90 Automobile, Light Truck Punctures Repair Procedures).
- 1.5 The Vendor shall perform all services with due diligence and without unnecessary interruptions or delay. All work will be performed in a manner meeting the standards of quality consistent with the procedures recommended by the Rubber Manufacturer's Association, National Tire Dealers and Retreaders Association.

Person of Contact for Questions/Concerns: Winston Toppin/832-395-4255

## **2.0 MATERIALS:**

- 2.1 Materials meets or exceeds the standard in the industry for improvement of the Services to be performed and conforms with respects to the specifications.

## **3.0 QUALITY ASSURANCE:**

- 3.1 Should any material be found defective, not meeting specifications, or that which has not been approved in writing by the owner shall, upon discovery (including any time within the period of the guarantee), be replaced with the specified equipment or material at no additional cost to the City.

## **4.0 WARRANTY:**

- 4.1 The Contractor shall guarantee all of the work that is performed under this contract, including all materials, workmanship, for a minimum of one (1) year from the date of full acceptance of the work.

## **5.0 DISCREPANCIES:**

- 5.1 If there are discrepancies in the specifications, the Contractor shall ask for a

clarification from the City prior to bid opening.

- 5.2 If no clarification is requested, the City's judgement shall rule.

#### **6.0 INSURANCE:**

- 6.1 Contractor must comply with the City of Houston insurance requirements, provide insurance certificate, insurance endorsements, and drug policy forms within three (3) days of request.

#### **7.0 WORKMANSHIP:**

- 7.1 All work shall be performed and completed in a thorough, workmanlike manner and in accordance with the latest proven practices of the trade by thoroughly skilled and experienced workmen.

#### **8.0 PERMITS:**

- 8.1 Unless specifications state otherwise successful Contractor shall be responsible for securing any and all permits for proposed work. Any fee charged for these permits shall be the responsibility of the Contractor and not the City of Houston.

#### **9.0 SITE VISIT:**

- 9.1 All prospective bidders are encouraged to arrange and attend a site visit to clarify the actual scope of work to be done. Failure of a bidder to arrange and attend a site visit shall not constitute grounds for later claim against the City.
- 9.2 The successful bidder's product shall be supported by an authorized service facility for securing replacement material without undue delay.
- 9.3 Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the site visit conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

#### **10.0 TERMINATION OF AGREEMENT:**

- 10.1 This Contract may be terminated by the City Purchasing Agent upon thirty (30) days notice in writing, if the materials and/or services furnished do not conform to the standard set forth herein; or if the deliveries and servicing of this Contract do not conform to the requirements detailed herein.

#### **11.0 CONTRACT COMPLETION:**

- 11.1 The Contractor shall complete this contract within thirty (30) calendar days from date given notice to proceed. All work is to be performed during normal business hours.

#### **12.0 CLEAN-UP:**

- 12.1 Unless specifications state otherwise at the completion of all work, Contractor shall

remove from the area all trash, rubbish, and debris caused by its operations, leaving the job site clean.

### **13.0 PRODUCT LITERATURE/SPECIFICATION SHEETS:**

- 13.1 To evaluate bids, the user department and the City purchasing staff may require product literature/specification sheets. When required, the bidders(s) should submit the requested product literature/specification sheets within five (5) calendar days from date of request. **FAILURE ON BIDDER'S PART TO FURNISH THE REQUESTED TECHNICAL DATA IN THE TIME LIMIT GIVEN ABOVE MAY BE CAUSE FOR REJECTION OF THE BID.**

### **14.0 NO CONTACT PERIOD:**

- 14.1 Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.